

## SELLER'S CHECKLIST / INTERIOR

### ALL ROOMS / CLOSETS:

- Remove non-essentials and clutter
- Paint, if needed (including inside closets)
- Wash doors
- Wash windows
- Clean light switches
- Wash baseboards
- Clean ceiling light fixtures
- Wash curtains or dry clean drapes
- Remove or pull back dark curtains
- Lubricate window slides
- Make sure all doors open smoothly
- Check for cobwebs in all corners
- Fix any scratches on wooden floors
- Replace worn or broken flooring
- Remove or replace worn carpet
- Use area rugs where needed
- Make sure electrical outlets are working
- Empty all trash receptacles

### BASEMENT:

- Eliminate signs of dampness
- Check for and repair cracks

### BATHROOMS:

- Keep bathrooms spotlessly clean
- Shine mirrors
- Clean cabinets / Remove non-essentials
- Hang fresh towels
- Clean shower door
- Lubricate sliding door track
- Remove lime deposits
- Remove stains from sink/tub/toilet
- Replace torn/moldy shower curtain
- Clean tile grout
- Make sure toilet flushes properly
- Check/repair exhaust fan/heater

### BEDROOMS:

- Make beds
- Fluff pillows

### KITCHEN:

- Organize cabinets
- Line cabinets with fresh shelf paper
- Clean out area under sink
- Keep dishes/food out of sight
- Keep countertops as clear as possible
- Eliminate cooking odors
- Wash out trash can to remove odors
- Clean all appliances thoroughly
- Wash or replace stove top drip pans
- Replace range bulb or filter, if needed
- Keep floor clean
- Repair faucets, if necessary
- Replace garbage disposal gasket
- Deodorize disposal/dishwasher/fridge

### LAUNDRY AREA:

- Clean behind washer/dryer
- Clean out dryer lint trap
- Eliminate mildew odors
- Remove laundry

### APPLIANCES:

- Check every appliance for operability
- Vacuum refrigerator coils
- Vacuum heating/air-conditioning unit
- Replace heating/air-conditioning filter
- Clean heating/air-conditioning intake vents

## SELLER'S CHECKLIST / EXTERIOR

### CLEAN:

- Siding
- Windows
- Screens
- Outdoor BBQ
- A/C unit
- Pool/spa
- Oil stains on driveway/street
- Service areas/trash cans

### REPLACE/REPAIR/PAINT DAMAGED:

- Plaster
- Wood siding
- Trim
- Rain gutters
- Shutters
- Doors
- Window frames
- Glazing
- Screens
- Hardware
- Fences/gates
- Outdoor lighting fixtures
- Faucets
- Doorbell/knocker
- Street numbers on house
- Driveway cracks

### GARAGE/CARPORT/SHED:

- Remove clutter
- Hang up and put away tools
- Clear away any cobwebs
- Remove oil and paint stains from floor
- Adjust tension rod on overhead garage door
- Lubricate/adjust/repair garage door opener
- Paint, if needed

### INSTALL 100-WATT BULBS IN:

- Porch lights
- Carport/Garage

### LANDSCAPING:

- Mow/edge/water lawn regularly
- Aerate/feed lawn
- Over-seed bare spots in lawn
- Remove/replace dead plants
- Prune overgrown/diseased shrubs
- Stake up sagging trees/shrubs
- Keep flower beds free of weeds
- Trim around base of trees/walls/fences
- Check sprinkler system for repairs
- Install fencing/shrubs to hide unsightly view

### REPAIR OR REMOVE BROKEN/DAMAGED

#### LANDSCAPE ACCESSORIES, SUCH AS:

- Fences
- Walls
- Gazebos
- Fountains
- Trellises
- Planters
- Stepping stones

#### MISCELLANEOUS:

- Haul rubbish
- Straighten woodpile
- Remove pet droppings
- Polish door hardware
- Make sure septic tank is odor-free